

**NOTICE OF VACANCY
March 26, 2021**

POSITION: Van Driver

DEPARTMENT: Council on Aging

SALARY: \$17.00 hourly

**HOURS: Tuesday – Thursday 12:00pm to 4:00pm
Friday 8:30am to 2:00pm**

Basic Purpose:

Van Drivers provide safe and efficient transportation for Framingham seniors and disabled by driving a Van throughout Framingham and neighboring communities. The Van Driver is expected to assist seniors with mobility issues, package handling and general assistance. Providing excellent customer service to all passengers is expected.

Major Responsibilities:

- Drive and operate a Van safely for door to door transport of passengers
- Assist passengers, including those with wheelchairs, needing help entering and exiting the Van
- Operate the wheelchair lift on the Van
- Ensure that all passengers are safely seated before the van moves
- Maintain accurate daily records for mileage driven, passengers driven and hours worked
- Respond to requests for passenger pick-ups and drop-offs
- Collaborates with Assistant Director to schedule the next day's pick-ups and drop-offs
- Call for medical assistance for passengers feeling ill
- Adhere to all city, state and federal driving rules and regulations
- Attend all required trainings (Passenger Customer Service, Defensive Driving, CPR, Wheelchair Securement, First Aid)
- Conduct a daily check of the inside and outside of the van
- Report any maintenance issues to the Assistant Director
- Flexible with work schedule if rides end later than scheduled shift
- Clean interior of van

Supervision Received:

- Works under the direction of the Assistant Director of the Council on Aging
- Collaborates with the Assistant Director in scheduling the sequence of daily rides

Supervision Responsibilities:

- None

Qualifications:

- High School Diploma or GED
- Valid Massachusetts Driver's License
- Experience with interacting with the public in a positive customer service manner
- Successful completion of a CORI background check

- Requires a good driving record with no motor vehicle violations

Abilities:

- Lift and move up to 45 lbs.
- Work alone without close supervision
- Conduct himself or herself in a manner that is consistent with the customer service guidelines of the City of Framingham
- Able to physically assist passengers entering and exiting the van
- Work under varying weather conditions.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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